



## Job Description Knowledge Management Officer

**Job title:** Knowledge Management Officer

**Work location:** West Africa (remote / home-based)

**Reporting to:** Director of Communications and Knowledge Management

**Salary range:** \$50,000 - \$55,000 per annum, gross annual salary commensurate with experience, excluding benefits.

*NB: Remuneration is subject to a 20% withholding tax to the Ghanaian government for non-residents.*

**Closing date for applications:** August 8, 2025

**Expected start date:** September/October 2025

**Vision:** An equitable and inclusive West Africa, free from all forms of violence and discrimination.

**Mission:** ISDAO is an activist fund dedicated to building a West African movement that champions sexual and gender diversity and sexual rights through a flexible approach to grantmaking and the strengthening of a culture of philanthropy committed to promoting human rights and social justice.

### ISDAO'S NEXT KNOWLEDGE MANAGEMENT OFFICER - WHO ARE WE LOOKING FOR?

ISDAO is seeking an experienced Knowledge Management Officer to support the Communications and Knowledge Management department of a dynamic, bilingual regional feminist fund working across West Africa.

ISDAO, in its role as a **thought leader** in the sub-region, produces knowledge in various formats to inform concerned and allied movements. This production and dissemination of knowledge also serves as a tool for philanthropic advocacy.

Thus, the main role of the Knowledge Management Officer will be to support the department in knowledge management, more specifically to assist in the administrative processes of research and documentation projects, to oversee the management and dissemination of Asanka projects<sup>1</sup>, to coordinate the programming of the Myria publication<sup>2</sup> and other blog posts featuring

<sup>1</sup> Asanka is a portfolio of grants from ISDAO aimed at supporting creative advocacy initiatives and storytelling by LGBTQI people. Asanka mainly funds individual LGBTQI activists.

<sup>2</sup> Myria is an ISDAO magazine of civic and social engagement content dedicated to LGBTQI activists and allies.



ISDAO partners and staff; and help tell both stories of success and non-success of ISDAO grantee partners' work. They will also support the Department Director in producing articles on a quarterly basis and make recommendations to strengthen knowledge management practices within the organization.

## **KEY RESPONSIBILITIES**

### **COORDINATION OF ASANKA**

- Contribute to the grant-making process for the Asanka fund.
- Collaborate with the programs department in managing the Asanka grants.
- Collaborate with Asanka grantee partners on dissemination.
- Manage the distribution of Asanka projects in collaboration with the Communications Officer.
- Manage the Asanka products microsite, in collaboration with the Communications Officer.
- Recommend other channels for disseminating Asanka projects (art and cultural festivals, international trade fairs, etc.).

### **COORDINATION AND PUBLICATION OF MYRIA**

- Establish an annual publication schedule for the Myria publication.
- Coordinate the call for contributions to Myria.
- Coordinate the selection, editing, and translation of submissions.
- Coordinate the layout development for issues of Myria.
- Coordinate the publication of Myria, including recommending a dissemination plan in collaboration with the Communications Officer.

### **SUPPORTING DEVELOPMENT AND PUBLICATION OF CONTENT PRODUCED BY ISDAO AND ITS PARTNERS**

- Support the ISDAO team, particularly the programs team, in writing blog posts focused on learning from engagements with ISDAO's grantee partners.
- Identify key activists in the region and support them in producing blog articles aligned with their priorities.
- Support the Communications Officer in the publication of the ISDAO newsletter.
- Propose ideas for Press Kits to the Department Director at least once a year on ISDAO's contextual work, with major international publications (Alliance Magazine, Le Times, Le Monde, CNN, etc.).
- In collaboration with the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer and the Communications Officer, work on the layout and dissemination of learning content developed by ISDAO staff or related to the work of ISDAO's grantee partners.



## **SUPPORTING ACTIVITIES RELATED TO KNOWLEDGE MANAGEMENT AND INTERNAL COMMUNICATIONS**

- Coordinate internal knowledge management efforts.
- Support all Knowledge Management-related activities as required by the Communications and Knowledge Management Department.

## **KNOWLEDGE AND SKILLS**

### **REQUIRED**

#### **Our ideal candidate must have**

- At least five years' experience in knowledge management, documentation, research, or similar roles.
- Higher education degree (minimum Bachelor's) in the humanities, legal and political sciences, communications, journalism, or other related fields.
- Experience working in the development, philanthropic, or women's rights sector, in a regional or international context, with a connection to West Africa.
- A solid analysis of political and social issues in the West African sub-region,
- A proven understanding of the issues facing sexual and gender diverse communities.
- Strong interpersonal skills, including active listening, the ability to communicate effectively across cultures, and negotiating effectively with internal and external colleagues, and ISDAO grantee partners.
- Excellent analytical writing skills.
- The ability to work independently and effectively in a virtual and remote environment, as well as in-person, and to build strong relationships within the organization and with external partners.
- Residence in a West African country, ideally in one of ISDAO's nine focal countries (Benin, Burkina Faso, Côte d'Ivoire, Ghana, Liberia, Mali, Nigeria, Senegal, Togo).
- The ability to travel within and outside the West African region.
- Excellent written and oral communication skills in one or both of ISDAO's working languages.
- Fluency in French and/or English, the two working languages of ISDAO.
  - *Note: Although candidates don't need to be perfectly bilingual, a level of comprehension and oral competence in both languages is an essential skill for this position.*
  - *If the candidate is not bilingual, they must be open-minded and committed to learning the other language in which they are not fluent.*





## HIGHLY DESIRED

Our ideal candidate should...

- Be bilingual in English and French
- Have previous experience of working on multi-country and/or regional projects
- Have previous experience working remotely or with a team located in different countries.
- Have experience in managing a website.
- Have experience in project management.
- Have experience using platforms that facilitate project management and collaboration/teamwork (e.g., Google Drive, Dropbox, Asana, Slack, Loom, etc.).

## KEY CONSIDERATIONS

As a West African LGBTQI activist-led organization, ISDAO seeks to recruit individuals who identify as part of the sub-region's LGBTQI communities and movements. We are therefore particularly interested in candidates who have not only the technical expertise and professional knowledge required, but also the familiarity, connections, and lived experience within the community and movement.

Applications from LBQ women, trans, non-binary, and intersex people are strongly encouraged.

## TO APPLY

Interested candidates should send **their CV, a document they have written (research report, press article, case study, etc.), and a one- to two-page cover letter** explaining why they fit the profile, their experience, and skills to [recruit@isdao.org](mailto:recruit@isdao.org) by **August 8, 2025**.

Applications will be accepted in English, French, or both languages. Please note that only selected candidates will be contacted. Please note that only complete applications will be reviewed and considered.